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**MASSACHUSETTS CDBG PROGRAM  
ECONOMIC DEVELOPMENT FUND**

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**Job Monitoring Packet (rev. 7/2014)**

**Background**

One eligible use of Community Development Block Grant dollars is to retain or create jobs for extremely low, low and moderate income persons. As explained in the Massachusetts Community Development Block Grant (Massachusetts CDBG) Manual, a majority (at least 51%) of the jobs retained and/or created with assistance from a Massachusetts CDBG grant must be held by or made available to extremely low, low income and moderate income persons. An extremely low income person is one who is a member of an extremely low income household, defined as a household with income less than 30% of the median income for families of that size in that statistical area. A low income person is one who is a member of a low income household, defined as a household with income more than 30% and less than 50% of the median income for families of that size in that statistical area. A moderate income person is one who is a member of a moderate income household, defined as a household with income more than 50% and less than 80% of the median income for families of that size in that statistical area. These income limits are listed as Section 8 family income limits issued and periodically updated by HUD for each Primary Metropolitan Statistical Area and Non-metropolitan County. The current income limits are available on the web at [huduser.org](http://huduser.org).

Representations by for-profit companies and not-for-profit organizations about jobs projected to be retained or created through direct assistance with CDBG funds are material to any decision to provide this assistance. In the case of an Economic Development Fund (EDF) grant, EDF staff in conjunction with the applicant community will evaluate a proposed project's ability to retain or create a sufficient number of extremely low, low and moderate income jobs to justify assistance under HUD and state guidelines. In other cases, grantee communities must do likewise.

Job information for each Massachusetts CDBG-funded project is subject to review by the US Department of Housing and Urban Development (HUD). Therefore, monitoring the realization of these goals is critical to the project. When an application is approved for funding, semi-annual monitoring of job creation/retention will be the responsibility of the grantee. **Job goal monitoring must be done for the entire period of performance, or as otherwise indicated in the Grant or Closeout Agreement.** The period may be extended if goals have not been met by its conclusion.

All positions which have been created subsequent to the commitment of Massachusetts CDBG funds to a project may be counted toward national objective requirements and public benefit goals for that project. In the case of an EDF grant, Massachusetts CDBG funds are considered to be committed as of the date of the grant award letter.

Monitoring job retention and creation as required by Massachusetts CDBG involves two basic activities:

- 1) Determine the number of permanent full-time equivalent jobs retained and/or created
- 2) Determine the number of these jobs held by extremely low/low/moderate income people

Based on information provided by the employer, the grantee community will be asked to count the number of permanent, full-time equivalent positions retained or created with the assistance of Massachusetts CDBG funds. This packet is intended to facilitate this process.

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**Instructions for Tracking Job Creation/Retention and Completing Reports**

Massachusetts CDBG grantees must use this packet to monitor and report on any project assisted with Massachusetts CDBG funds intended to retain and/or create jobs for extremely low, low and moderate income persons. For job retention projects, a report confirming that the jobs listed in the employer's request for assistance have been retained must be completed six (6) months after funds are committed. For job creation projects, Job Creation Status Reports must be provided every six months during the period of performance specified in the Grant Agreement or Closeout Agreement. Job Creation Status Reports will cover periods ending June 30 and December 31 each year and will be due at Massachusetts CDBG by July 31 and January 31, respectively.

This packet includes the following forms the grantee or their administering agent will use to track, record, and report information:

Must be completed for:

| Form  | Job Retention Projects | Job Creation Projects | Completed by                          |
|---|------------------------|-----------------------|---------------------------------------|
| Self-Declaration Form                                     | X                      | X                     | Employees/job applicants and employer |
| Baseline Employment Summary                               | X                      | X                     | Employer                              |
| Job Creation Plan<br>(Schedule and Position Descriptions) |                        | X                     | Employer                              |
| Job Monitoring Worksheet                                  | X                      | X                     | Employer                              |
| Job Creation Status Report                                |                        | X                     | Community                             |

The process of collecting and reporting data flows in the order that the various forms used are listed above. Each form draws on information collected in a form listed before it. Employees, job applicants, and employers use the Self-Declaration Form, Baseline Employment Summary, Job Creation Plan, and Job Monitoring Worksheet to provide information for the grantee community or its administering agent to provide Job Creation Status Reports to Massachusetts CDBG.

In addition, the Self-Declaration Form, Baseline Employment Summary, Job Creation Plan, and Job Monitoring Worksheet will collect the "Beneficiary" data and in some cases the Unit and/or Performance Measures required for a grantee to complete its Quarterly Activity Reports, normally using the Massachusetts CDBG Grantee Management System (CDBG/GMS).

**Local and Regional Revolving Loan Funds.** In the case of local or regional business loan funds and in other instances where more than one entity receives direct assistance (such as loans) from one Massachusetts CDBG grant, for-profit businesses and not-for-profit organizations receiving direct Massachusetts CDBG assistance will be responsible for collecting Self-Declaration Forms, then completing Baseline Employment Summaries, Job Creation Plans, Job Monitoring Worksheets, and Job Creation Status Reports and submitting these to the grantee. Each business receiving CDBG assistance through a loan fund is considered as a separate activity for purposes of demonstrating compliance with the low/moderate income jobs (LMJ) national objective requirement that at least 51 percent of the resultant created or retained jobs benefit low or moderate income (LMI) persons. Jobs may be aggregated for all assisted businesses when CDBG funds are used for: real estate development and public facilities/infrastructure projects undertaken for economic

development purposes (provided such businesses are not otherwise assisted with CDBG funds), staff and overhead costs associate with operating a loan fund (provided CDBG funds are not used to make or guaranty the loans), technical assistance to businesses, and other specific circumstances. Additionally, in order to meet public benefit requirements of 24 CFR 570.482 (f), LMJ activities, such as business loans, must not exceed \$50,000 per FTE job created or retained for each business assisted, and \$35,000 per FTE job in the aggregate. It is important to recognize that compliance with the LMJ national objective counts persons who occupy or will occupy jobs, where public benefit is calculated using FTEs.

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## Definitions and Miscellaneous Instructions

**Administering agent.** A person or organization retained by a Massachusetts CDBG grantee to administer the grant. Henceforth, any reference to a task being done by a grantee will mean by the grantee or its administering agent.

**Allocating FTE Jobs.** In cases where a project receives Massachusetts CDBG funds from more than one program (e.g. an EDF loan and a loan from a local loan fund established with a Massachusetts CDBG grant), the full-time equivalent jobs retained or created must be allocated among the programs according to the proportion of total Massachusetts CDBG dollars from each program. For example, if an employer receives a \$500,000 EDF loan and a \$50,000 loan from a local loan fund to create 100 jobs, the jobs will be allocated as follows in reporting:

| Source          | Amount (\$550,000 total) | % of total                       | Jobs (100 total)            |
|-----------------|--------------------------|----------------------------------|-----------------------------|
| EDF             | \$500,000                | 91%<br>$500,000 / 550,000 = .91$ | 91<br>$.91 \times 100 = 91$ |
| Local loan fund | \$ 50,000                | 9%<br>$50,000 / 550,000 = .09$   | 9<br>$.09 \times 100 = 9$   |

**Beneficiaries.** Beneficiaries include holders of jobs retained using Massachusetts CDBG funds and all persons who apply for jobs retained or created using Massachusetts CDBG funds, whether actually hired or not. FTE calculations are *not* used in counting beneficiaries. Each person who is a beneficiary is counted as a whole person.

Persons who hold a job retained or created using Massachusetts CDBG funds are sometimes referred to as “actual beneficiaries.” All applicants for these jobs, whether hired or not, are called “applicant beneficiaries.” Therefore, actual beneficiaries are a subset of applicant beneficiaries.

**Elderly.** A person 60 or more years of age.

**Extremely low income person.** A low income person is one who is a member of a low income household, defined as a household with income less than 30% of the median income for families of its size in its Primary Metropolitan Statistical Area or Non-Metropolitan County. A person who is a low income person at the time Massachusetts CDBG funds are committed to a job retention project, or who is a low income person when he or she applies for a job created with Massachusetts CDBG funds *retains that classification for the duration of the monitoring of that grant.*

**Full-time Equivalent.** Permanent jobs created or retained using Massachusetts CDBG funds must be reported as full-time equivalents (FTE). FTE is used in reporting on positions, including the number of those positions held by extremely low, low and moderate income persons.

Calculate the full-time equivalence of a position by dividing the number of hours the person holding it will work each week by the number of hours worked each week by a full time employee doing that job. For example, a 10 hour per week position when a full-time employee would work 40 hours would be listed as 0.25 full time equivalents.

**Low income person.** A low income person is one who is a member of a low income household, defined as a household with income more than 30% and less than 50% of the median income for families of its size in its Primary Metropolitan Statistical Area or Non-Metropolitan County. A person who is a low income person at the time Massachusetts CDBG funds are committed to a job retention project, or who is a low income person when he or she applies for a job created with Massachusetts CDBG funds *retains that classification for the duration of the monitoring of that grant.*

**LMI.** This term is used to refer to persons with household incomes <80% of the median income for families of its size in its Primary Metropolitan Statistical Area or Non-Metropolitan County, including extremely low income, low income and moderate income persons.

**Moderate income person.** A moderate income person is one who is a member of a moderate income household, defined as a household with income more than 50% and less than 80% of the median income for families of its size in its Primary Metropolitan Statistical Area or Non-Metropolitan County. A person who is a moderate income person at the time Massachusetts CDBG funds are committed to a job retention project, or who is a moderate income person when he or she applies for a job created with Massachusetts CDBG funds *retains that classification for the duration of the monitoring of that grant.*

**Permanent Job.** Only permanent jobs may be considered in reporting to Massachusetts CDBG. A permanent job must be held by an employee listed on the company payroll as an employee. Temporary or contract workers may not be counted.

For job retention projects, a job will normally be considered eligible to be counted as a retained permanent job 1) while it exists, or 2) once its has continued to exist for a period of six (6) months following the commitment of Massachusetts CDBG funds. For job creation projects, a job will normally be considered eligible to be counted as a created permanent job 1) while it exists, or 2) once its has continued to exist for a period of six (6) months following its first being filled following the commitment of Massachusetts CDBG funds.

Once a position has passed this one year threshold, it should continue to be counted even if the position is terminated due to business or other unexpected conditions. However, Massachusetts CDBG will consider each case individually to ensure that the one year threshold is not intentionally used to qualify a project for assistance when the jobs involved are not, in fact, expected to be permanent.

**Position Number.** Employers will assign to each position or job (*not* to specific persons) a unique number which will remain with that position throughout grant monitoring. This number is called for on the Self-Declaration Form, Baseline Employment Summary, and Job Monitoring Worksheet. For existing positions, the employer may use a code it currently uses as such a unique identifier. The consecutive numbering system for positions is left to the discretion of the employer. However, it is suggested that numbering begin with the next number higher than the company's total employment at the time that Massachusetts CDBG funds are committed.

For example, if a company has 5 employees at the time of the EDF grant award, the position number designated to the first position created would be a 6 since the first position created provides employment to the company's sixth employee.

**Position Type.** Each position should be assigned a position type using the following EDA Job Category Definitions:

- **Officials and Managers**

Administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.

Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

- **Professional**

Occupations requiring either college graduation or experience of such kind and amount as to provide a background comparable to college education.

Includes: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, surveyors, teachers, and kindred workers.

- **Technicians**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

- **Sales**

Occupations engaging wholly or primarily in direct selling.

Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

- **Office and Clerical**

All clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included.

Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

- **Craft Workers (skilled)**

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.

Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, decorative workers, and kindred workers.

• **Operatives (semi-skilled)**

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, weavers (textile), welders and flamecutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

• **Laborers (unskilled)**

Workers in manual occupations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

• **Service Workers**

Workers in both protective and non-protective service occupations.

Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection workers, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, servers, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

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## **Confidentiality and Public Records**

Documents in the possession of government entities are subject to public records laws. In the interest of privacy, therefore, an employer receiving Massachusetts CDBG assistance should not submit any document which specifically identifies individuals, (e.g. Self-Declaration Forms) to the grantee or to the Massachusetts CDBG Program. When an employer is required to submit such a form, they should temporarily obscure individuals' names before making photocopies which may be submitted without violating individuals' privacy.

The employer must, however, retain all documentation related to a Massachusetts CDBG grant for seven years after the last grant-related activity (such as making the last payment on a loan). These documents are subject to inspection and will be monitored by representatives of the grantee community and the Massachusetts CDBG program.

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### **Self-Declaration Form**

The Self-Declaration Form collects the basic data which will be used to complete job reports. It is the source document for these reports.

Massachusetts CDBG program is required to report statistics not only for the recipients of jobs created or retained using Massachusetts CDBG funds, but also for unsuccessful applicants for those jobs. Therefore, an employer must ask each holder of a job to be retained using Massachusetts CDBG funds and each applicant for a job retained or created with Massachusetts CDBG funds to complete a Self-Declaration Form. The employer should thus include a Self-Declaration Form with every job application. In the case of job creation, the employer should be certain also to complete the back side of the Self-Declaration Form.

The table for family income limits on the Self-Declaration Form should be filled in by the grantee or employer before the form is given to an employee or job applicant to be completed. Income limits are also set for various regions of the state and are community-specific. Grantees and employers must also be certain that the correct rates are provided to each applicant for the community in which they reside. Because this information is updated on a regular basis by HUD, it is the grantee's responsibility to provide the correct, revised income limits to the employer each time they change throughout the period of performance of the grant. Massachusetts CDBG will notify grantees when the income limits change. Current limits are always available online at [www.huduser.org](http://www.huduser.org).

Because each person applying for a position will be filling out page 1 of the Self-Declaration Form, it is possible that the employer will have in their files several forms with the same position number indicated.

In the event that the company's employment goals are not met, Self-Declaration forms will be used to make an assessment of whether the company made a good faith effort to meet its job creation commitments.

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### **Baseline Employment Summary**

A Baseline Employment Summary provides a snapshot of employment at a company or organization at the outset of a project. This form must be completed by a for-profit company or not-for-profit organization who will be assisted by \$100,000 or more in which Massachusetts CDBG funds to retain or create jobs. It may be required in specific other cases. An exception is a start-up company which has no baseline employment level.

In a job retention project, all columns on the Baseline Employment Summary should be filled in for each existing employee. Needed information can be found on the Self-Declaration Forms completed by employees. In a job creation project, only the job information in the area to the left of the double line (position number, title, and FTE) needs to be provided. If more than one page is necessary, calculate and list the subtotals on each page and the grand total on the last page.

*Documenting/Reporting Jobs Retained:* In job retention projects, the existing positions listed on the Baseline Employment Summary must be verified to still exist six (6) months after Massachusetts CDBG funds are

committed. Positions still existing at that time can be counted as retained for Massachusetts CDBG purposes. The employer can certify that jobs were retained by marking the boxes next to retained positions on the Baseline Employment Summary and submitting it to the grantee with a letter certifying that the indicated jobs were retained. The grantee will submit this letter and Baseline Employment Summary with their certification that they believe the information to be accurate to Massachusetts CDBG within 30 days following six (6) months after Massachusetts CDBG funds being committed.<sup>1</sup>

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#### Form Completion Instructions

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**Held by LMI.** Indicate whether the person holding this position is an extremely low income person (<30 % of median family income), a low income person (30- 50% of median family income) or a moderate income person (50-80% of median family income) according to his or her Self-Declaration Form. In job retention projects, at least 51% of full-time equivalent (FTE) jobs to be retained must be LMI jobs.

**Available to LMI.** In a job retention project where less than 51% of FTE jobs are held by LMI persons, the project *may* qualify for CDBG assistance if 51% of FTE jobs are *held by or available to* LMI persons. Jobs that are *available to* LMI persons must document that no special skill, training or education beyond high school is required for the available position(s), that the employer agrees to give first consideration to LMI applicants, and that the application process is reasonable to obtain an adequate pool of applicants. For detailed requirements of *available to* standard, refer to CDBG regulations, 24 CFR 570.483 (4)(iii).

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#### Job Creation Plan

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In job creation projects, the employer must as part of the application for assistance indicate a plan for job creation. Depending on which Massachusetts CDBG program a project is funded under, they may have as long as three years to create the intended jobs.

An employer's job creation plan is to be documented using the two forms which comprise the Job Creation Plan: **Job Creation Plan - Schedule**, and **Job Creation Plan - Position Descriptions**. List each permanent job to be created as a full-time equivalent (see above) in the appropriate year on the **Job Creation Plan - Schedule**. In the LMI column, indicate whether a position will be available to extremely low, low and moderate income persons by listing for each position title the FTE number (see definition of FTE above) for that position. (See Massachusetts CDBG Manual for details on when a job can be considered available to LMI persons)

For example, the entry for one position available to LMI and one not available to LMI would be as follows:

#### Sample Job Creation Plan - Schedule

| Year 1         |     |     |
|----------------|-----|-----|
| Position Title | FTE | LMI |
| Assembler      | 1   | 1   |
| Engineer       | 0.5 | 0   |
| <i>Totals:</i> | 1.5 | 1   |

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<sup>1</sup> Page 2 of the Job Creation Status Report may be used for this purpose by both the employer and grantee.



The second part of a Job Creation Plan is the ***Position Description*** form. On this form, briefly describe each position to be created. In the column Position Type, indicate which of the following categories best fits each position (see definitions, above).

Sample Job Creation Plan - Position Descriptions

| Position Title | Position Type             | Hourly Wage | LM I | Job Description                             |
|----------------|---------------------------|-------------|------|---|
| Assembler      | Operatives (semi-skilled) | \$16        | Yes  | Assembles components into finished product. |
| Engineer       | Professional              | \$40        | No   | Designs products.                           |

If, in the course of a project, an employer wishes to change the Job Creation Plan, they may make this request using the same forms by marking the line labeled “Revised plan” on the Schedule and providing a Position Description form if any new position titles are to be added.

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**Job Monitoring Worksheet**

The Job Monitoring Worksheet is an ongoing record to be maintained by the employer. It should be submitted to the grantee with individuals’ names obscured. The grantee will submit it to Massachusetts CDBG as back-up to the Job Creation Status Report or to a job retention certification. This form asks for the name of each holder of or applicant (whether hired or not) for a job assisted with Massachusetts CDBG funds, for information about the job, and for information about the jobholder or applicant, who is called a “beneficiary.”

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Form Completion Instructions

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***JOB DATA***

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***Position number.*** Position number from Baseline Employment Summary for job retention projects or as otherwise assigned by the employer to uniquely distinguish the position (*not* the person occupying it) throughout job monitoring.

***Position Type.*** Select the position type that best fits the job description for each position using EDA Job Categories provided above.

***[O]riginal Occupant/[R]eplacement.*** Use an O to indicate that this person was the first to fill a newly created position. Use R to indicate that a person is replacing a previous occupant of a position.

***Date Hired.*** The date on which the person was first hired into his or her current position.

***Last Date Employed.*** Indicate the date on which the person left or was terminated from the position. The Date Hired and Last Date Employed columns can be used to determine how long a position existed according to the length of time it was filled by a person. See ***Permanent Job*** above for a discussion of when a job can be counted for Massachusetts CDBG purposes.

***Employer Sponsored Health Care Benefits.*** Indicate whether each position includes Employer Sponsored Health Care Benefits (Yes or No).

**FTE** Indicate the full-time equivalence of the job the person will hold. (See definition above for how to calculate.)

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### **BENEFICIARY DATA**

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**LMI** A person who is extremely low, low or moderate income at the time Massachusetts CDBG funds are committed to a job retention project, or who is extremely low, low or moderate income when he or she applies for a job created with Massachusetts CDBG funds *retains that classification for the duration of the monitoring of that grant*. In the LMI column, indicate whether a person was an extremely low, income person, a low income person or a moderate income person on the appropriate date as described immediately above.

*The remainder of the columns under BENEFICIARY DATA should be filled out according to the information a person provided on his or her Self-Declaration Form.*

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After the first job creation monitoring reporting period during which jobs were created, the employer and grantee can continue to use the Job Monitoring Worksheet for this period for all subsequent reports simply by adding to it as more new positions are created. For example, if the Massachusetts CDBG assistance was committed on March 12th, the first job creation monitoring report, due July 15th for the period ending June 30th, may report that there are no new hires. If the company created 3 positions during the second reporting period, the Job Monitoring Worksheet submitted to Massachusetts CDBG by Jan. 15th would contain 3 position numbers, titles, names, etc. For the 3rd job creation monitoring report these same three positions should still appear at the top of the Job Monitoring Worksheet with any additional positions created between January and June following these.

During the period of performance during which job creation monitoring is done, position(s) that were created after the date of the grant award and counted as new position(s) may be vacated. When the company refills the position(s), it will need to indicate that the person(s) applying for the position(s) are replacements, not initial occupants of the position(s).

In the case of position(s) that are subject to seasonal lay-off, if an initial occupant is laid off and then rehired in the same position, it is *not* necessary for the employee to fill out another Self-Declaration Form. If a new person is hired to fill the position, a new Self-Declaration Form must be filled out and the new hire recorded on the Job Monitoring Worksheet.

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### **Job Creation Status Report**

Using information collected and provided by the employer, the grantee or its administrative agent must submit to Massachusetts CDBG for each job creation project a Job Creation Status Report every six months or as otherwise indicated in the Grant Agreement or Closeout Agreement. The Job Monitoring Worksheet with individuals names' obscured should be attached as backup. The Job Creation Status Report summarizes the employer's progress toward meeting job creation goals. All data necessary to complete the Job Creation Status Report is available on the Job Creation Plan (for projected accomplishments) and by analyzing the Job Monitoring Worksheet (for actual accomplishments).

The Job Creation Status Report is divided into two main sections: JOBS DATA and BENEFICIARY DATA. Remember that:

- Jobs data relates to the positions, not the persons in them, and are reported as full-time equivalents. Beneficiary data are not.

- All applicants for and holders of jobs created or retained with Massachusetts CDBG assistance are considered beneficiaries and must be reported on.

The JOBS DATA section of the Job Creation Status Report collects information both for the specific reporting period for which it is being filed, and cumulatively for the life of the grant. The jobs created in the first reporting period will be carried over and/or added to positions created in the second reporting period, and so on until the end of the period of performance. In preparing each report, the grantee should add current period data onto the existing, completed previous report so that the report shows the history of progress toward job creation goals.

The BENEFICIARIES DATA section, on the other hand, is always cumulative. The grantee must report the cumulative totals for beneficiaries. However, the grantee need not complete the BENEFICIARIES DATA section in any quarter when they are submitting a Quarterly Activity Report (QAR) using either SCA/GMS or a paper QAR. The BENEFICIARIES DATA section is virtually identical to the beneficiaries section of a QAR.

Definitions of Applicant Beneficiaries and Actual Beneficiaries may be found in the definitions section of this packet, above.

**LMI Jobs** For the purpose of the Job Creation Status Report, an LMI job is considered to be one *held by* an extremely low, a low or moderate income person. Massachusetts CDBG staff will evaluate whether a job was *available to* LMI persons only if the employer fails to employ at least 51% LMI persons in jobs created or retained using Massachusetts CDBG assistance at the end of a grant's job monitoring period as specified in the Grant Agreement or Closeout Agreement. Self-Declaration Forms will be examined as part of any such review to determine whether an employer made appropriate good faith efforts to meet national objective requirements and public benefit goals.

#### Form Completion Instructions

**Lines 1-13 (the JOBS DATA section)** In this section, all positions must be listed as full-time equivalents. Calculate the full-time equivalence of a position by dividing the number of hours the person holding it will work each week by the number of hours worked each week by a full time employee doing that job. For example, a 10 hour per week position when a full-time employee would work 40 hours would be listed as 0.25 full time equivalents.

**Lines 1 & 3** Take the projected total FTE jobs and projected extremely low, low and moderate income FTE jobs from the Job Creation Plan.

**Line 4** Divide line 3 by line 1 and multiply by 100 to find the percentage of projected FTE jobs which are LMI FTE jobs.

**Lines 6 & 10** List the number of created FTE positions which did not survive for a period of six (6) months after the commitment of CDBG funds. A position did not survive if it was vacated, not filled, and will not be filled. Once a position has lasted more than one year from the commitment of CDBG funds, it will normally be considered a permanent job and should not be listed on Line 6 or Line 10, nor netted against jobs created.

**Lines 14-28** This section collects information about beneficiaries. Beneficiaries are individual persons and are counted as such, not as full-time equivalents. See definitions above.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
MASSACHUSETTS CDBG PROGRAM  
**SELF-DECLARATION FORM**

Position  
number

Employer: \_\_\_\_\_

City/Town (applicant's residence): \_\_\_\_\_ Date: \_\_\_\_\_

**To the applicant or employee:** The company or organization named above is applying for or has received Federal funds to assist its operations. A condition of receiving those funds is that family income information be collected from each employee or applicant for employment. The information you provide will be kept **confidential**.

- 1) Please circle the number of persons in your family in the first row of the table below:

| Family Size          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------------|---|---|---|---|---|---|---|---|
| Extremely low income |   |   |   |   |   |   |   |   |
| Low Income           |   |   |   |   |   |   |   |   |
| Moderate Income      |   |   |   |   |   |   |   |   |

- 2) Is your total family income for the last twelve (12) months equal to or below the amount indicated in the row labeled "Extremely Low Income" for the size of your family?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, is your total family income for the last twelve (12) months equal to or below the amount indicated in the row labeled "Low Income" for the size of your family?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, is your total family income for the last twelve (12) months equal to or below the amount indicated in the row labeled "Moderate Income" for the size of your family?

Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: The above information is subject to verification by government officials.*

- 3) Providing the following information is optional, but the data is needed for statistical purposes. Do you identify as being (check one):

|                          |  |                          |  |   |                                |  |  |                          |
|--------------------------|--|--------------------------|--|---|--------------------------------|--|--|--------------------------|
| <b>White</b>             | <b>Black/<br/>African<br/>American</b> | <b>Asian</b>             | <b>American<br/>Indian/<br/>Alaskan<br/>Native</b> | <b>Native<br/>Hawaiian/Other<br/>Pacific Islander</b> | <b>Asian<br/>and<br/>White</b> | <b>Black/<br/>African<br/>American<br/>and<br/>White</b> | <b>American<br/>Indian/<br/>Alaskan<br/>Native<br/>and<br/>Black/<br/>African<br/>American</b> | <b>Other</b>             |
| <input type="checkbox"/> | <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/>                           | <input type="checkbox"/>                              | <input type="checkbox"/>       | <input type="checkbox"/>                                 | <input type="checkbox"/>   | <input type="checkbox"/> |

|   |   |
|---|---|
| Are you presently employed?<br>Yes _____ No _____ | If female, are you a head of household?<br>Yes _____ No _____ |
| Are you Hispanic?<br>Yes _____ No _____           | Are you 60 or more years of age?<br>Yes _____ No _____        |
| Do you have a disability?<br>Yes _____ No _____   |   |

*Applicant/Employee Name (Please print)*

\_\_\_\_\_

*Applicant/Employee Signature*

\_\_\_\_\_

*This section is **to be completed by the employer in job creation projects**. Do not complete this section for job retention projects. All information provided is subject to verification.*

Employer: \_\_\_\_\_ City/town: \_\_\_\_\_

Was the position for which the applicant is applying created subsequent to the commitment of Massachusetts CDBG funds?

Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, it is not necessary to complete this section of the form.*

Was the applicant interviewed? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the applicant hired? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of hire: \_\_\_\_\_

Position title \_\_\_\_\_

Position number \_\_\_\_\_ Hours per week \_\_\_\_\_ Hourly wage \_\_\_\_\_

This person would be: \_\_\_\_\_ the initial occupant of this position.

\_\_\_\_\_ a replacement for a previous occupant of this position.

Will training be provided to the employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, briefly describe the training to be provided.

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*Employer must retain this form as documentation*